

## 5. Useful Forms/ Check List – Samples

### 5.1 Check List for Periodic Maintenance of a Lift

For keeping the lift and its associated equipment or machinery in safe working order, at least the following applicable items are to be checked for proper condition, and attended to if necessary, in accordance with schedule recommended by the lift manufacturer :

Maintenance Items	Examples of checks
a) Lift machine gearbox and bearing	Check condition
b) Traction Machine, including motor shaft, bolts connection worm gear and flange of the traction sleeve	Check operation Check bearing for wear Check lubrication
c) Brake	Check braking system Check part for wear Check stopping accuracy
d) Overspeed Governor and tension pulley	Check moving parts for free movement and wear Check operation Check switch
e) Drum, sheaves, grooves of sheaves and pulley	Check condition and grooves for wear
f) Commutators and slip rings of motor generator set	Check condition
g) Controllers contact, interlock and dashpots	Check cabinet is clean, dry and free from dust
h) Floor selector generator set	Check operation
i) counterweight guide shoes and lubricators and pulley	Check Guideshoes, rollers for wear Check fixings Check lubrication where necessary
j) lift well cleanliness and condition of lift well enclosure	Check cleanliness and condition of lift well enclosure
k) guides and fixings	Check for deterioration and wear
l) limit switches, direction switches and their operating devices	Check operation
m) car door and landing door	Check door closed contact or lock Check doors for free running Check door guiding Check door gaps Check wire rope or chain when used for integrity Check passenger door protective device Check lubrication

Maintenance Items	Examples of checks
n) car guide shoe and lubricators, tensioning devices and door operating gear	Check operation
o) any irregularities in starting, stopping and general running of the lift	Check operation
p) car controls, car door switches, safety edges, emergency stop, alarm bell and intercom system; condition of car body fixing, car interior and floor covering; car lighting, car ventilation and levelling accuracy	Check operation
q) landing buttons, indicators, and fireman's lift switch	Check operation
r) door-lock operation including electrical and mechanical interlocks for car door and landing door	Check operation
s) suspension ropes, compensation ropes/ chains, their anchorages and rope retainer (rope guard)	Check for wear, elongation and tension Check lubrication only where intended
t) slack rope switch, safety gear switch, broken tape or rope switch and overspeed governor switch	Check operation
u) counterweight clearances for rope stretch; rope equaliser; filler weight fixings; and safety gear for guide clearance and free movement	Check operation
v) buffer condition	Check oil level Check lubrication Check switch when fitted Check fixings
w) travelling cables and their anchorages	Check operation
x) safety notices and signs	Check operation
<p><b>Note</b> In addition to the items listed in the maintenance schedule/instructions provided by the lift manufacturer, the RC responsible for maintaining the lift shall also carry out the following maintenance items for not less than twice a year if the concerned lift does not equipped with unintended car movement protection device, ascending car overspeed protection device or double braking system. The following maintenance items shall be completed in one single maintenance visit.</p>	
a) Disassembly maintenance of the braking mechanism for the lift machine brake.	The RC shall ensure that the relevant components of the brake (e.g. brake lining, solenoid plunger, brake spring, etc.) are in good and safe working order and ensure that all levers and moving parts of the brake must be kept clean with smooth operation and properly lubricated, and the relevant parts of the brake replaced in accordance with the manufacturer's instructions.
b) Measure the braking distance	Measure the braking distance by performing no-load brake test to ensure compliance with the lift manufacturer's requirements.

Maintenance Items	Examples of checks
c) Measure grooves of traction sheave in the lift traction machine and replace the traction sheave in accordance with the manufacturer's requirements.	Perform no-load traction test for the lift and measure the leveling accuracy to ensure the traction and leveling accuracy are in compliance with the lift manufacturer's requirements.
d) Check the mechanical locks and electrical contacts of all lift landing doors to ensure they are in safe working order.	Check operation